

AUDIOLOGIST SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
0579	Audiologist I	01	444	6 mo.	6/22/99
0580	Audiologist II	01	444	6 mo.	6/22/99
0581	Audiologist III	01	444	6 mo.	6/22/99
4811(0581)	Audiologist IV	01	444	12 mo.	6/22/99

Promotional Line: 171

Series Narrative

Employees in this series perform hearing assessments in hospital and clinic environments using techniques of varying complexity; dispense hearing instruments and assistive listening devices; and provide counseling and therapy to individuals with hearing loss. Employees at the first level of the series must have completed a Master's degree as required by the State and receive clinical training in audiology in a structured environment under the direct supervision of more senior level audiologists. Audiologist II's perform all the duties of an Audiologist I unsupervised and may supervise the work of Audiologist I's.

The more senior staff are also charged with teaching medical residents various aspects of audiology and educating the staff and members of the community on various aspects of hearing hygiene. The Audiologist III supervises intern audiologists, students, and junior audiologists. In addition to having supervisory responsibilities, the Audiologist IV assists in developing and monitoring the audiology department's goals and objectives.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Audiologist I

0579

Employees at this level perform a variety of standard hearing tests and provide aural rehabilitative services to individuals with hearing impairment. They work under direct supervision of a licensed audiologist/licensed hearing instrument dispenser in day-to-day practice. This level is to be used for training employees to obtain state licensure.

An Audiologist I typically –

1. performs and explains results of audiometric tests on both out-patients and in-patients, including:
 - a. standard air-conduction, bone-conduction, and speech audiometry tests
 - b. impedance tests, including tympanometry (evaluation of the movement of the eardrum and the status of the middle ear), acoustic reflexes, and reflex decay
 - c. special batteries of tests to determine lesion site, including otoacoustic emission (measurement of sound energy generated from within the inner ear) and auditory brainstem response (ABR) audiometry

- d. hearing instrument evaluations and dispensing for children and adults as supervised by a licensed audiologist/licensed hearing instrument dispenser, using conventional and digital hearing instruments
 - e. validations of hearing instrument performance with real-ear measurement systems
- 2. takes impressions for ear molds and swim plugs
- 3. provides aural rehabilitation in the form of counseling, speech reading training, and the use of assistive listening devices
- 4. provides prompt and detailed reports to referring physicians, departments, and agencies
- 5. corresponds with agencies regarding patient's eligibility for services (such as hearing instruments)
- 6. provides information regarding local, state, and national support groups for patients with hearing disabilities
- 7. performs biological checks and calibration of audiometric equipment
- 8. attends staffings for patients, departmental staff meetings, and educational seminars
- 9. may collect data as part of clinical research projects
- 10. performs other related duties as required

Level II: Audiologist II**0580**

Employees at this level independently perform a wide variety of standard hearing tests and provide aural rehabilitative services to individuals with hearing impairment. In addition, they maintain various department statistics and direct the department's quality assurance program. They work under general supervision of more senior audiologists.

An Audiologist II typically –

- 1. performs and explains results of audiometric tests, both on out-patients and in-patients, including the same tests performed by the Audiologist I as well as:
 - a. special tests with children and infants, including condition-play audiometry, sound-field audiometry, and behavioral observation audiometry
 - b. multifrequency tympanometry
 - c. special batteries of tests to determine lesion site, including electrocochleography (measures the status of the cochlea and auditory nerve)
 - d. hearing instrument evaluations and dispensing for children and adults without direct supervision

2. compiles departmental statistics (such as number of babies receiving NICU hearing screenings that needed to be scheduled for follow-up, number of babies actually receiving follow-up, and number of babies whose hearing loss was confirmed or missed by NICU screening)
3. monitors specific program activities (such as patient satisfaction with hearing instrument and the sanitization and calibration of equipment in conjunction with the department's quality assurance program)
4. assists more senior audiologists in the implementation of specific programs (such as cochlear implant program, assistive listening device program) by participation in planning meetings and carrying out designated tasks
5. participates in community programs (such as health fairs) by doing hearing screening
6. independently establishes treatment programs for patients with various degrees of hearing impairment
7. as assigned, supervises audiologist interns and students
8. as assigned, teaches medical residents various aspects of audiology
9. performs other related duties as required

Level III: Audiologist III**0581**

Employees at this level perform complex hearing tests using a variety of techniques. In addition, these employees perform day-to-day supervision of lower level staff members and are assigned leadership roles in departmental projects and programs. They work under the administrative direction of more senior personnel.

An Audiologist III typically –

1. performs more complex hearing tests using a variety of techniques (such as Stenger tests [tests performed to detect malingering of unilateral deafness], site of lesion tests [middle and late potentials], and central auditory processing evaluations)
2. working within the goals set for the department:
 - a. assigns, coordinates, and reviews clinical work of lower level staff and students
 - b. reviews and co-signs lower level staff members' patient's reports
 - c. assigns patient caseloads and schedules
 - d. provides consultation on difficult-to-test patient cases
 - e. ensures that patient files, records, and reports are well maintained

- f. evaluates performance of lower level staff members and students and makes regular reports to appropriate persons (such as department director and certification boards)
 - g. makes recommendations on hiring and retention of staff
- 3. designs and implements departmental programs and projects and delegates and monitors the performance of lower level staff members assigned to the programs. These include the cochlear implant program, used hearing instrument program, well-baby screening program, electrophysiology testing services, and assistive listening devices program
- 4. lectures to medical residents on various aspects of audiology, including basic audiometry, hearing instruments, and electrophysiological tests
- 5. conducts instructional and training activities for other health care staff (such as nurses)
- 6. participates in the design and implementation of clinical research projects
- 7. performs other related duties as assigned

Level IV: Audiologist IV**4811(0581)**

Employees at this level supervise, coordinate, and are responsible for the overall planning, organizing, implementing, directing, and controlling of the financial and personnel management of the audiology department. They work under administrative review of the director of the department.

An Audiologist IV typically –

- 1. establishes work priorities and oversees the maintenance of patient records to assure optimal utilization of staff and equipment
- 2. projects volume and distribution of work load to be performed; initiates the methods by which the department is to adjust to changes in the work flow
- 3. recommends and monitors administrative and clinical policies and procedures for the department and recommends to the director the criteria for the quality assurance program
- 4. recommends annual budget expenditures for the program, including the acquisition of instrumentations and the estimation of salaries and wages and operating expenses
- 5. monitors program budget and prepares reports justifying deviations from the budgeted figures
- 6. compiles statistical information on the operation of the department, including patient mix, revenue, and workload data
- 7. recommends performance standards for lower level audiologists
- 8. participates in management meetings
- 9. recruits, interviews, and selects staff

10. coordinates the department's teaching and training functions
11. prepares grant proposals to fund specific departmental needs (such as the loaner hearing instrument program)
12. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Audiologist I

0579

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Master's degree in audiology

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of basic principles of speech and hearing sciences, psychology, and quantitative methods
2. knowledge of basic principles of hearing tests as they apply to individuals of different ages, backgrounds, and cultures
3. basic understanding of laboratory instrumentations
4. manual dexterity
5. interpersonal skills
6. ability to speak, read, and write English well
7. ability to organize work
8. ability to use laboratory instrumentations effectively
9. ability to maintain accurate records and reports
10. ability to recognize abnormal test results and make appropriate recommendations
11. ability to interact well with patients of all ages and their significant others
12. ability to interact effectively and appropriately with health care facility personnel

Level II: Audiologist II**0580**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. licensure as an audiologist by the State of Illinois
2. licensure or eligibility for licensure as a hearing instruments dispenser in the State of Illinois

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. good understanding of the theoretical bases for hearing tests (such as auditory brainstem response and otoacoustic emissions)
2. knowledge of a broad range of hearing tests
3. familiarity with different hearing instruments and hearing instrument fitting approaches
4. patient counseling skills
5. interpersonal skills
6. ability to work independently
7. ability to learn basic management skills
8. organizational abilities
9. ability to operate laboratory instrumentations
10. ability to determine the validity of tests results and initiate corrective action if necessary
11. ability to develop expertise in specific areas of audiology (such as hearing instruments)

Level III: Audiologist III**0581**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of the credentials required for Level II of this series
2. two years of work experience performing duties comparable to an Audiologist II

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of advanced technical and theoretical applications of hearing tests
2. knowledge of advanced technical and theoretical application of hearing instruments

3. ability to learn basic management principles (such as planning, organizing, staffing, and implementing special programs)
4. supervisory ability
5. ability to organize and manage team projects
6. ability to learn to prepare grant proposals
7. ability to learn sound financial management

Level IV: Audiologist IV**4811(0581)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. possession of the credentials required for Level III of this series
2. three years of work experience performing duties comparable to an Audiologist III

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. strong interpersonal skills
2. management skills
3. ability to demonstrate sound fiscal management
4. ability to provide human resource management
5. ability to lead and motivate subordinates
6. ability to apply university policies and procedure
7. ability to develop and implement long- and short-term goals for an audiology department

Audiologist I.....	Revised
Audiologist II.....	Revised
Audiologist III	Revised
Audiologist IV	Revised